

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-178 **Issue Date:** 10-05-15 **Closing Date:** 10-08-15

Bookkeeper III
Vocational Rehabilitation
Department of Human Services
Hourly Wage: \$13.21/Regular/Full-Time

The employees occupying this position are responsible for performing basic bookkeeping work associated with the operation and maintenance of Yakama Indian Nation Financial Accounting Systems for the Vocational Rehabilitation program. Duties involve preparing and maintaining accounting records, journals, and ledgers; maintaining and updating reports, statements and accounts associated with billing, payroll, accounts receivable and payable, and purchasing functions; verifies various accounting documents (i.e., TA's, PSV's and PO's) for proper authorization, account accuracy and account balances; verifies and closes outstanding prepayments and outstanding travel authorizations in a timely manner.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping principles, theories, concepts and terminology.
- Knowledge of current literature, developments, and trends in the areas of bookkeeping and accounting.
- Some knowledge of the basic methods, principles and techniques of governmental accounting.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements.
- Ability to understand execute oral and written instructions and to apply available guidelines to varied situations.
- Ability to learn computer input procedures and editing techniques.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Ability to speak in a clear, concise, well-modulated voice, as required by the position.
- Ability to understand and apply available guidelines to varied operational requirements, and to follow clearly stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner, and at times, in stress situations.
- Ability to operate equipment associated with the position in a proper manner.

General Recruiting Indicators:

- Minimum Two years of progressively responsible clerical accounts maintenance, bookkeeping, or closely related work experiences; or
- Substituting, on a month-for-month basis, successful completion of course work or training in bookkeeping, accounting, or a closely related subject associated with the functions of the position for the minimum experience; or
- Any experience or education, which would demonstrate the ability to perform the work.

Special Requirements:

- Required to successfully pass a criminal background check.